

DOE Quality Council
Conference Call Minutes
June 18, 2009

1. Roll Call:

| Name | ORG | On Call |
|-------------------|------------|--------------------|
| MEMBERS | | |
| Colette Broussard | HS-20 | √ |
| Gary Staffo | EE | √ |
| Kriss Grisham | EM | √ |
| Rick DuBose | FE | √ |
| Timothy Fox | HS-1.2 | |
| Duli Agarwal | HS-20 | |
| Vijendra Kothari | LM | |
| Joy Mroz | LM | |
| Laurie Morman | MA | |
| Sam Johnson | NA | √ |
| Tom Williams | NA | √ |
| Thanhtan Van Ober | NA | √ |
| Carl Sykes | NE | √ |
| Michael Ulshafer | RW | |
| Matt Cole | SC | |
| Caroline Polanish | BSO | √ |
| Ava Holland | CBFO | |
| Robert L Blyth | ID | |
| Anita B. Leivo | LASO | √ |
| Pat Carier | ORP | √ |
| Al Hawkins | RL | √ (Kyle Rankin) |
| William Rowland | SRO | √ |
| John Adachi | SC-CH | √ |
| Mary Haughey | HS-23 | √ |

2. Safety or Quality Share:

Colette Broussard discussed an incident where she was washing a wine glass without using a sponge. She was concentrating on cleaning the lip of the glass, but her hand slid down into the glass. She was running hot water over the glass the entire time. The glass broke “nicely and evenly” cutting the top of her hand. The lesson learned is to not place your hand inside a glass while cleaning it.

3. Approval of May 21, 2009 Minutes:

No comments or corrections were received on the May 21, 2009 minutes. These minutes were approved as written.

4. Participation at ISM Champions Meeting:

The ISM Champions meeting will be in Knoxville, TN on August 24-27, 2009. Anyone who is planning on attending should register as soon as possible. The meeting coordinators are looking for abstracts for papers that will be presented. Abstracts are due by June 30, 2009. Information pertaining to the ISM Champions workshop can be found at:

<http://ism.y12.doe.gov/>

Colette Broussard is the Federal contact lead and Norm Barker is the contractor contact lead for the QA track session. Currently 6 abstracts have been submitted and an additional 4-5 are expected to be submitted.

Matt Cole and Sonya Barnette will be submitting an abstract on the QA/ISM integration TPD. Another abstract regarding the integration of QA and ISM has been submitted by Dave Tuttle of SR. There is some discussion that if there are multiple presentations on the same or similar topics, then a joint panel may be held so that more topics can be presented in the limited time allotted.

Council members who are planning to attend include: Colette Broussard, Sonya Barnette, Rick DuBose, Tom Williams, John Adachi, Pat Carier and Gary Staffo.

If enough Council members are attending, there will be a “mini” Quality Council meeting at the conference. The items that will potentially be discussed are the agenda for the November annual face-to-face meeting; developing a list of topics/issues that the Council may assist with in resolving; updates to the charter including minute approval and quorum procedures; and participating in the spring 2010 EFCOG meeting.

ACTION ITEM: Any Council member planning on attending the ISM Champions Meeting should email Colette Broussard as soon as possible.

5. Annual Quality Council Face-to-Face Meeting

The members were polled to determine which proposed date, November 3-5, 2009 or November 17-19, 2009, would be better to hold the Annual face-to-face meeting in Germantown, MD. The results are as follows:

| Name | ORG | Nov. 3-5, 2009 | Nov. 17-19, 2009 | Either Date |
|--------------------|--------|----------------|------------------|-------------|
| Colette Broussard | HS-20 | | | √ |
| Gary Staffo | EE | | | |
| Kriss Grisham | EM | | | √ |
| Rick DuBose | FE | | | √ |
| Timothy Fox | HS-1.2 | | | |
| Duli Agarwal | HS-20 | | | |
| Vijendra Kothari | LM | | | |
| Joy Mroz | LM | | | |
| Laurie Morman | MA | | | |
| Sam Johnson | NA | | | √ |
| Tom Williams | NA | | | √ |
| Thanhtran Van Ober | NA | | | √ |
| Carl Sykes | NE | | | √ |
| Michael Ulshafer | RW | | | |
| Matt Cole | SC | | | |
| Caroline Polanish | BSO | | | √ |
| Ava Holland | CBFO | | | |
| Robert L Blyth | ID | | | |
| Anita B. Leivo | LASO | √ | | |
| Pat Carier | ORP | | | √ |
| Al Hawkins | RL | | | |
| William Rowland | SRO | | | √ |
| John Adachi | SC-CH | | √ | |
| Mary Haughey | HS-23 | | | √ |

ACTION ITEM: All Council Members who did not express their preference for the date of the Annual face-to-face meeting need to email Colette Broussard (with a cc to DReece@pec1.net) by July 15, 2009.

6. Task Planning Documents (TPD) Status:

- A. Survey on Quality Assurance Implementation TPD – Mary Haughey reported that the Survey questions and the TPD were approved at the last meeting. All members who participated in the May 21, 2009 meeting had voted to approve both the TPD

and the questions with the exception of Gary Staffo. He abstained from the vote until he received comments/concurrence from EE.

The two sets of Survey questions are currently being reviewed by Colette Broussard. Once all comments from Colette are resolved, the Surveys will go through the HSS concurrence process and be distributed to all PSO's and the Staff and Support Offices respectively with a copy to the Field Offices as appropriate.

- B. DOE QA Order Requirement Training TPD – The training TPD was approved at the last meeting. Gary and Colette will be meeting in late July/early August to discuss the training programs they have received and those areas that may be applicable to include in the training for HQ personnel.

ACTION: Anyone who has a QA training program they would like to share with Colette Broussard and Gary Staffo, please forward it. This would be much appreciated.

- C. Quality Assurance Incorporation with Integrated Safety Management TPD – Sonya Barnette reported that this team has met and the TPD has been drafted. Sonya will ask Matt Cole to forward the TPD to Colette Broussard so the Council can review and approve it. The approval needs to occur prior to the ISM Champions meeting.

ACTION ITEM: Matt Cole will forward the QA/ISM TPD to Colette Broussard.

- D. Application of NQA-1 Part II TPD–Sam Johnson reported that the TPD team is co- led by Anita Leivo and Thanhtan Van Ober. The team held a meeting and great progress has been made on developing a document for NNSA. Sam stated that they are hoping to share the document with the Council in August. Colette Broussard indicated that the TPD has not been reviewed and approved by the Council yet and that really needs to happen prior to sharing the document. The deliverable section of the TPD was discussed. The NNSA document will be the first deliverable, and it can be used as the starting point for developing a DOE-wide document. Norm Barker (contractor and invited guest) stated that it would be helpful to include a technical person (non-QA) on the team because Part II is very technical. Norm also mentioned that the NQA-1 committee is also working on many tasks and that it would probably be helpful to interact with them for this effort.

ACTION ITEM: Sam Johnson will forward the Application of NQA-1 Part II TPD to Colette Broussard.

7. DOE O 414.X Status:

Colette Broussard reported that the peer review comments are currently being resolved and should be finalized over the next few weeks. At that time, the resolutions will be shared with the

commenters and the Council members. The Red Team review will include a group of subject matter experts that will also be looking at the ISM and oversight documents for synergy. After the Red Team review, the Leadership Management Team will be the next review. Once all comments have been resolved from these reviews, the document is ready for the RevCom review.

At this time, the draft ISM and Oversight Orders have not been shared with the QA team, but are expected to be within the next few weeks. Ideally, all three teams should be working together to develop the integration language.

8. Member Input or Agenda Items:

Sam Johnson discussed that NNSA is using the requirements in DOE O 414.1X, including using NQA-1-2008 as a basis for their QAP. They are requiring that any office that wishes to deviate from this will need to follow the NA-10 exemption process. Colette Broussard stated that the exemption process is not as specific within the new 251 Order and this is an issue that the 414 team is trying to resolve. She requested a copy of the NA-10 process.

ACTION ITEM: Sam Johnson will verify with NA-10 if the exemption process can be shared and if so will forward it to Colette Broussard.

ACTION ITEM: Kriss Grisham stated that EM has a Variance Exemption Form that he will share with Colette Broussard.

9. Next Conference Call:

The next Quality Council conference call will be July 16, 2009 from 11:00 am – 12:00 pm. A conference call number will be provided.